



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

September 3, 2025

DIVISION MEMORANDUM

CID-2025- 116

**DIVISION COACHING AND MENTORING PROGRAM (CAMP) ON THE DESIGN
AND DEVELOPMENT OF RESEARCH AND ASSESSMENT FRAMEWORKS,
PROCEDURES, AND TOOLS/INSTRUMENTS.**

To: Assistant Schools Division Superintendent
Chief EPS (CID & SGOD)
Education Program Supervisors
Cluster Heads
Elementary & Secondary School Administrators
Public
This Division

1. Acknowledging the benefits of the Learning Action Cell (LAC) as it articulates its importance in DepEd Order No. 35, series 2016, the SDO Tacurong City shall be conducting the Division Learning Action Cell (DivLAC) through CAMP on September 23 – 25, 2025 at the SDO Tacurong City Conference Room on the different identified topics aligned from Individual Professional Development needs of the functional units or divisions and schools.
2. This Learning and Development activity will provide opportunity to foster collaboration and shared expertise to enable the participants to design, develop, and conduct comprehensive research studies and implement assessments that address the needs or issues in curriculum content, policy, operations, and pedagogy implementation in schools.
3. See enclosures for the identified participants and matrix of activities for the CAMP.
4. The participants are required to bring their laptop during the CAMP.
5. The expenses incurred during the conduct of the CAMP shall be charged against 2024 HRTD Fund subject to the usual accounting and auditing rules and regulations.
6. For the information, guidance, and dissemination.

GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent



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Enclosure: None

References: None

Allotment: None

To be indicated in the Perpetual Index under the following subjects

Collaborative Expertise

LAC

L & D Program

REP/CID/DM/ DIVISION COACHING AND MENTORING PROGRAM (CAMP) ON THE DESIGN AND DEVELOPMENT OF RESEARCH AND ASSESSMENT FRAMEWORKS, PROCEDURES, AND TOOLS/INSTRUMENTS/ SEPTEMBER 3, 2025.



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Enclosure No. 1 of the Division Memorandum CID-2025- 116

PARTICIPANTS TO THE DIVISION COACHING AND MENTORING PROGRAM
(CAMP) ON THE DESIGN AND DEVELOPMENT OF RESEARCH AND ASSESSMENT
FRAMEWORKS, PROCEDURES, AND TOOLS/INSTRUMENTS.

No.	Name	Position	Station
1	Arlene Rosa G. Arquiza	CES - CID	CID
2	Mayflor D. Romualdo	CES - SGOD	SGOD
3	Ma. Dianne Joy R. Dela Fuente	SEPS - HRD	SGOD
4	Mohanie P. Paguita	SEPS- M & E	SGOD
5	Ernie P. Pama	EPS	SGOD
6	Randy E. Porras	EPS	CID
7	Rona N. Tacot	EPS	CID
8	Rona L. Bred	EPS	CID
9	Bernard F. Antolo	EPS	CID
10	Mary Ann C. Umadhay	EPS	CID
11	Joseph R. Pilotos	EPS	CID
12	Cesar Q. Antolin	EPS	CID
13	Ronald A. Pelitro	PII (Eng. Coor)	CID
14	Ivy P. Lamintao	EPS	CID
15	Agnes M. Muyco	EPS	CID
16	Jonald Cadiao	EPSA	CID
17	Martin I. Diaz	PIII	TNHS
18	Ester Eullaran	ASPII	TNHS
19	Ma. Teresita H. Escobia	PIV	VFGMNHS
20	Jerome Silayro	Asst. to the Principal	VFGMNHS
21	Pamela C. Jamias	Asst. to the Principal	VFGMNHS
22	Perla Lloren	Asst. to the Principal	VFGMNHS
23	Ramelyn V. Usman	PII	SENHS
24	Clarrisa C. Satorre	Asst. to the Principal	SENHS
25	Elsa L. Abid	PI	SENHS
26	Riza P. Velasco	PI	UKNHS
27	Dennis Rubin	TIC	ASIS
28	Ronald D. Dela Pena	TIC	RMNHS
29	Ma Theresa H. Ruz	ASPII	ASBMNHS
30	Danny L. Daga-as	TIC	SPNHS
31	Samson Tallodar	PII	TPES
32	Floro Belano	HT II	TPES
33	Memvie L. Alesna	PIII (CH)	AFCES
34	Hazel F. Melendres	PI	PAES
35	Melanie Delos Santos	PII(CH)	NLES
36	Elva P. Belgira	PI	MAMMES
37	Ma Meresa F. Bacea	PII (CH)	JHLES



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38	Wendy Lynn G. Conejar	PII	NICES
39	Jeanilyn Batchar	PIII	JACS
40	John Gil Pamposa	HTII	RMES



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Enclosure No. 2 of the Division Memorandum CID-2025- 116

Program & Learning Management Team

COACHING AND MENTORING PROGRAM (CAMP) ON THE DESIGN AND DEVELOPMENT OF RESEARCH AND ASSESSMENT FRAMEWORKS, PROCEDURES, AND TOOLS/INSTRUMENTS.			
SDO:	Tacurong City	Date:	September 23 - 25, 2025
		Venue:	SDO Conference Room
DivLAC Consultants	Gildo G. Mosqueda, CEO VI (SDS) Gilbert B. Barrera, CESE (ASDS)		
Division LAC Leaders	Mayflor D. Romualdo (Chief EPS-SGOD) Arlene Rosa G. Arquiza (Chief EPS-CID)		
DivLAC Facilitators	Ernie Pama (EPS) - SGOD Randy E. Porras (EPS) - CID		
Program M & E	Mohanie S. Paguita (SEPS, M & E)		
	Day 1	Day 2	Day 3
DivLAC Documenter	Jonald Cadiao	Bernard F. Antolo	Rona L. Bred

Activity Matrix

INDICATIVE PROGRAM OF ACTIVITIES (MATRIX)

Session No.	Duration	Day & Time	Topic
Day 1 (September 23, 2025)			
Session 1	2hrs	8:00 – 10:00	Gap Analysis Research Problem: Framing Title
	20 mins	10:00 – 10:20	Health Break



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Session 2.A	1.5hrs	10:20 – 12:00	Research and Assessment Framework
		12:01 – 1:00	Lunch Break
Session 2. B	1.5hrs	1:00 – 2:30	What are the types of Frameworks? What are the Purposes and Applications of the Research and Assessment Framework?
		2:30 - 3:00	Workshop (Framing of Research Title) (Research Conceptual Framework)
		3:00 – 3:20	Health Break
		3:20:4:20	Presentation (Research Title) (Research Conceptual Framework) OUTPUTS: Research Title and Framework (Draft) <ul style="list-style-type: none"> • <i>Instructional Supervision Management Section</i> • <i>Learning Area Management Section</i> • <i>Learning Resource Management Section</i> • <i>Governance & Operation</i> • <i>Human Resources</i> • <i>Administrative & Legal Section</i>
Day 2 (September 24, 2025)			
Session 3	1hr.	8:00 – 9:00	Principles in Designing Research & Assessment Framework <ul style="list-style-type: none"> • Validity & Reliability • Alignment Research Question/Assessment Objectives • Ethical Considerations • Incorporation of theoretical foundations
Session 4	1hr.	9:00 – 10:00	Development of Research Procedures
10:00 – 10:20 (Health Break)			



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	30mins	10:21 – 10:50	a. Research Methodology Design
	30mins	10:51 – 11:20	b. Sampling and Data Collection Procedures
	40 mins.	11:21 – 12:00	c. Designing Data Analysis Procedures
	1hr.	12:00 – 1:00	Lunch Break
	1.30hrs	1:00 – 2:30	Workshop/Presentation OUTPUTS: <i>Research Design & Procedures</i>

Session 5	2hrs	2:31 – 4:30	Designing and Developing Assessment Tools/ Instruments
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DAY 3 (September 25, 2025)

	40mins	8:00 – 8:40	<ul style="list-style-type: none"> Types of Assessment Tools Steps in Developing Assessment Tools Digital Tools and Technologies
	1hr	8:41 – 9:40	Designing an assessment framework and developing a sample tool (a survey, questionnaire, or rubric) OUTPUTS: <i>Research instruments Assessment Procedures</i>
	20 mins	9:40 – 10:00	Health Break
	2hrs	10:00 – 11:00	Workshop/Presentation
Session 6	1hr	11:01 – 12:01	Piloting and Refining Tools and Frameworks
			<ul style="list-style-type: none"> Piloting the Framework and Tools



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			<ul style="list-style-type: none"> Refining Tools Based on Feedback Data Quality and Security
Session 7	2hrs	1:00 – 3:00	Analyzing and Reporting Research and Assessment Findings
			<ul style="list-style-type: none"> Data Interpretation (Statistical Tools) (Mean, median, variance, standard deviation) Report Writing
			<ul style="list-style-type: none"> Utilizing Findings for Decision-Making
	20mins	3:00 – 3:20	Health Break
	1.4hrs	3:21 – 4:30	Presentation of the Final Output/Critiquing
Finalization of Concept Paper Assessment Framework & Procedure			
AGREEMENT /WAYS FORWARD			
Presentation of Final Outputs per school/cluster (Division and School Research Proposal and Framework) (Division and School Assessment Framework) @ PIR			



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